

A&E Construction Management -PWE 473

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This is for A/E construction management/inspection services only. No DSC employees or other nonlabor costs should be workloaded in this WLA.

- .39 Submittal Services consisting of:
 - .01 Processing of submittals, including receipt, review of, and appropriate action on Shop Drawings, Product Data, Samples and other submittals required by the Contract Documents
 - .02 Distribution of submittals to Park, Contractor and/or Government's field representative as required
 - .03 Maintenance of master file of submittals
 - .04 Related communications.

- .40 Observation Services consisting of visits to the site at intervals appropriate to the stage of the work or to become generally familiar with the progress and quality of the Work completed and to determine in general if the Work when completed will be in accordance with Contract documents; preparing related reports and communications.

- .41 Project Representation consisting of selection, employment and direction of:
 - .01 Project Representative(s) whose specific duties, responsibilities and limitations of authority shall be as described the project agreement

- .42 Testing and Inspection Administration relating to independent inspection and testing agencies, consisting of:
 - .01 Administration and coordination of field testing required by the Contract Documents
 - .02 Recommending scope, standards, procedures and frequency of testing and inspections
 - .03 Arranging for testing and inspection on Government's behalf
 - .04 Notifying inspection and testing agencies of status of Work requiring testing and inspection
 - .05 Evaluating compliance by testing and inspection agencies with required scope, standards, procedures and frequency
 - .06 Review of reports on inspections and tests and notifications to Contractor(s) of observed deficiencies in the Work.

- .43 Supplemental Documentation services consisting of:
 - .01 Preparation, reproduction and distribution of supplemental Drawings, Specifications and interpretations in response to requests for clarification by Contractor(s) or the Client
 - .02 Forwarding instructions and providing guidance to the Contractor relative to changed requirements and schedule revisions.

- .44 Quotation Requests/Modifications consisting of:
 - .01 Preparation, reproduction and distribution of Drawings and Specifications to describe Work to be added, deleted or modified
 - .02 Review of proposals from Contractor(s) for reasonableness of quantities and costs of labor and materials
 - .03 Review and recommendations relative to changes in time for Substantial Completion
 - .04 Negotiations with Contractorrelative to costs of Work proposed to be added, deleted or modified
 - .05 Assisting in the preparation of appropriate Modifications of the Contract for Construction
 - .06 Coordination of communications, approvals, notifications and record-keeping relative to changes in the Work.

- .45 Contract Cost Accounting services consisting of:
 - .01 Maintenance of records of payments on account of the Contract Sum and all changes thereto
 - .02 Evaluation of Applications for Payment and certification thereof
 - .03 Review and evaluation of expense data submitted by the Contractor(s) for Work performed under cost-plus-fee arrangements.

- .46 Exhibit/Concession and Equipment Installation Administration consisting of:
 - .01 Assistance to the Park in coordinating schedules for delivery and installation of the Work
 - .02 Review of final placement and inspection for damage, quality, assembly and function to determine that furniture, furnishings and equipment are in accordance with the requirements of the Contract Documents.

- .47 Interpretations and Decisions consisting of:
 - .01 Review of claims, disputes or other matters between the Government and Contractor relating to the execution or progress of the Work as provided in the Contract Documents
 - .02 Rendering written decisions within a reasonable time and following the procedures set forth in the General Conditions of the Contract for Construction for Resolution of Claims and disputes.

- .48 Project Closeout services initiated upon notice from the Contractor that the Work, or a designated portion thereof which is acceptable to the Government, is sufficiently complete, in accordance with the Contract Documents, to permit occupancy or utilization for the use for which it is intended, and consisting of:
 - .01 A detailed inspection for conformity of the Work to the Contract Documents to verify the list submitted to the Contractor of items to be completed or corrected
 - .02 Determination of the amounts to be withheld until final completion
 - .03 Securing and receipt of consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment
 - .04 Issuance of Certificate(s) of Substantial Completion
 - .05 Inspection upon notice by the Contractor that the Work is ready for final inspection and acceptance
 - .06 Notification to the Contractor of deficiencies found in follow-up inspection(s)
 - .07 Final inspection with the Contractor to verify final completion of the Work
 - .08 Receipt and transmittal of warranties, affidavits, receipts, and releases to the Government
 - .09 Securing and receipt of consent of surety or sureties, if any, to the making of final payment
 - .10 Issuance of final Certificate for Payment.

- .49 Maintenance and Operational Programming services consisting of:
 - .01 Assistance in the establishment of in-house or contract program of operation and maintenance of the physical plant and equipment

.03 Assistance in the preparation of operations and maintenance manual(s).

.50 Start-Up Assistance consisting of:

- .01 On-site assistance in the operation of building systems during initial occupancy
- .02 Assistance in the training of operation and maintenance personnel in proper operations and procedures

.51 Record Drawing services consisting of:

- .01 Making arrangements for obtaining from Contractor information in the form of marked-up prints, drawings and other data certified by them on changes made during performance of the Work
- .02 Review of general accuracy of information submitted and certified by the Contractor

6 Task Order < \$50,000

This workload is for A/E services only; no DSC employees.

.50 Start-Up Assistance consisting of:

- .01 Administration and coordination of remedial work by the Contractor after final completion.

.51 Record Drawing services consisting of:

- .01 Preparation of record drawings based on certified information furnished by the Contmctor
- .02 Transmittal of record druwings and general data, appropriately identified, to the Owner and others as directed.

.52 Warranty Review consisting of:

- .01 Consultation with and recommendation to the Park during the duration of warranties in connection with inadequate performance of materials, systems and equipment under warranty
- .02 inspection(s) prior to expiration of the warranty period(s) to ascertain adequacy of performance of materials, systems and equipment
- .03 Documenting defects or deficiencies and assisting the Park in preparing instructions to the Contractor(s) for correction of noted defects.

.53 Post-Contract Evaluation consisting of a Project inspection at least one year after completion of the Work; review with appropriate supervisory, operating and maintenance personnel, and analysis of operating costs and related data for evaluation of:

- .01 The initial Project programming versus actual facility use
- .02 The functional effectiveness of planned spaces and relationships
- .03 The operational effectiveness of systems and materials installed.